

SELLER CLOSING REQUEST FORM

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1 **Date:** _____

2 **SELLER LEGAL NAME:** _____

3 **SELLER LEGAL NAME:** _____

4 **Street Address:** _____

5 **City:** _____ **State:** _____ **Zip Code:** _____ **County:** _____

6 **LEGAL DESCRIPTION:** _____

7 _____

8 **PHONE:** _____ **&** _____

9 **EMAIL:** _____ **&** _____

10 **FORWARDING ADDRESS:** _____

11 _____

12 **MORTGAGE 1:** _____

13 **MORTGAGE PHONE 1:** _____

14 **MORTGAGE EMAIL 1:** _____

15 **ACCOUNT NUMBER:** _____

16 **MORTGAGE 2:** _____

17 **MORTGAGE PHONE 2:** _____

18 **MORTGAGE EMAIL 2:** _____

19 **ACCOUNT NUMBER:** _____

20 **ARE YOU CURRENT ON MORTGAGE PAYMENTS?** ☐ YES ☐ NO **MONTHS OWED** _____

21 **** POTENTIAL SHORT SALES SHOULD BE DISCLOSED ** SHORT SALE** ☐ YES ☐ NO

22 **Is property in pre-foreclosure/foreclosure?** ☐ YES ☐ NO **If yes, how long?** _____

23 **MARRIED:** ☐ YES ☐ NO

24 **** If title to the property is only in one person's name and that person is married and the title owner has lived**

25 **on the property, the spouse MUST sign the deed transferring title. If the title owner has not lived on the**

26 **property then the spouse does not have to sign, if they don't, there will be additional document preparation**

27 **and recording fees added to the seller's cost in order to have an affidavit of Non-Homestead prepared and**

28 **recorded.**

29 **PRESENT AT CLOSING:** ☐ Yes ☐ No ☐ Mail away ☐ Remote online Notary

30 **IS THERE A POWER OF ATTORNEY?** ☐ Yes Please provide documentation. _____

31 **MANUFACTURED HOME:** ☐ YES ☐ NO VIN Number applicable: _____

32 **TITLE EVIDENCE:** ☐ ABSTRACT ☐ OWNERS TITLE – POLICY # _____

33 **LISTING BROKERAGE:** _____ **LISTING AGENT:** _____

34 **CELL NUMBER:** _____ **EMAIL:** _____

35 **BUYERS BROKERAGE:** _____ **BUYERS AGENT:** _____

36 **CELL NUMBER:** _____ **EMAIL:** _____

37 **Seller has agreed to pay the following compensation at time of closing:**

38 **LISTING AGENT COMPENSATION:** _____ and/or **BUYER BROKER COMPENSATION:** _____

39 **Seller has agreed to pay a transaction fee of:** _____

40 **OTHER:** _____

41 **ADDITIONAL INFORMATION:** _____

42 _____

43 _____

44 _____

GRAMM-LEACH-BLILEY ACT (GLBA)

46 Pursuant to the provisions of the Title V of the Gramm-Leach-Bliley Act (GLBA) we the undersigned
47 specifically authorize our brokerage firm, real estate agent, and/or any other company handling the closing of
48 the above-described property such as title/settlement companies, lending institutions, etc. to obtain mortgage
49 payoffs, credit card payoffs, including those not specifically listed herein, escrow balance information, or any
50 other information necessary for the purpose of closing the transaction specifically defined in the purchase
51 agreement executed by the undersigned.

52 _____

53 **Seller Signature** **Date** **Seller Signature** **Date**

54 **** LLC's, Partnerships, Corporations, and Trusts require Authorized Signer Documentation acceptable to the**
55 **closing company.**

56 **** Any hard costs according to the purchase agreement shall be paid by all appropriate parties.**